THE EXPRESS TRIBUNE

Saturday

DECEMBER 10, 2022

PUNJAB DAANISH SCHOOLS AND CENTERS OF EXCELLENCE AUTHORITY
(GOVERNMENT OF THE PUNJAB)

Advertisement No. COE-TW001/2022

Center of Excellence (Boys) School, Tandlianwala

Career Opportunities

Punjab Daanish Schools and Centers of Excellence Authority (PDS&CEA), Government of the Punjab, requires the services of motivated, dynamic and committed persons for the under-mentioned posts in **NON- ACADEMIC STAFF** category to serve at **CENTER OF EXCELLENCE (BOYS) SCHOOL, TĀNDLIĀNWĀLA, DISTRICT FAISALABAD.** Appointment will be made on contract basis.

(i) ACCOUNTS OFFICER	**No. of Post: 01**
Qualification:	• Minimum M.Com / ACCA / ACMA (Inter) / MBA (Finance) or B.Com from an HEC recognized institution/university.
Preferred Experience / credentials:	• 05 years of experience with Government / Semi-Government / private sector organizations. • Preferably 3 years of hands-on experience on managing accounts and finance. • Preference would be given to public sector experience. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 63 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla
Pay Scale:	OG-I (Equivalent to BPS-17).
(ii) HEAD CLERK	**No. of Post: 01**
Qualification:	• Minimum Matriculate or equivalent educational qualification from a recognized institute/board.
Preferred Experience / credentials:	• Preferably 10 years related experience in a reputed organization. • Certificate in computer applications (MS Office Suite), Urdu In-Page & Typing Speed at least 30-35wpm. • Proficiency in English correspondence / language. • Knowledge of filing system / record keeping. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 63 years.
Location:	Center of Excellence (Boys) School, Tandlianwala
Pay Scale:	DS-16 (Equivalent to BPS-16).
(iii) ASSISTANT ADMIN OFFICER	**No. of Post: 01**
Qualification:	• Minimum Matriculate or equivalent educational qualification from a recognized institute/board.
Preferred Experience / credentials:	• Preferably 5 years related experience in reputed organization. • Lower level experience in administrative matters, including man-management, messing, building maintenance, procurements, security and sporting facilities. • Expertise in security matters and weapon-handling. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 55 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla
Pay Scale:	DS-16 (Equivalent to BPS-16).
(iv) ASSISTANT PHYSICAL TRAINING INSTRUCTOR (APTI)	**No. of Post: 02**
Qualification:	• Minimum Diploma in Physical Education.
Preferred Experience / credentials:	• Minimum Provincial level player in specialized game(s) and experienced in. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 50 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla.
Pay Scale:	DS-16 (Equivalent to BPS-16).
(v) JUNIOR CLERK (ACCOUNTS)	**No. of Post: 01**
Qualification:	• Minimum I.Com/D.Com from recognized institution with short computer course, typing speed 30-35wpm.
Preferred Experience / credentials:	• Preferably 3 years of experience in Government / Private Offices. • Accounting/Finance experience will be preferred. • Experience/Character Certificates from the previous employer/s, if any.
Age:	Up to 63 years.
Location:	Center of Excellence (Boys) School, Tāndliānwāla.
Pay Scale:	DS-11 (Equivalent to BPS-11).

Process / Conditions:

Applicants shall submit the following by post/courier:

a) Application/Detailed Résumé/CV.

b) Certified/attested copies of qualifications, experience certificates, CNIC and 2 passport-sized photographs.

Incomplete/late received applications will not be entertained. Only shortlisted candidate will be called for test/interview. Date of written / or any other test will be given later, if required. After test only shortlisted / eligible candidates will be called for interview. Selected candidates may be transferred to another location. No TA/DA will be admissible. Please clearly mark on the envelope, "post applied for". The applications submitted by the candidates will be at the risk and cost of the applicants. Any information found bogus at any stage, during induction or later in service, will result in termination of candidature or employment thereof. The competent authority has the right to reject any or all applications with / without assigning any reason(s) and its decision will not be challengeable in any court of law. Interested candidates may send their documents to the following address before **26 DECEMBER 2022**.

MANAGER (ADMIN/HR & COORDINATION)

Punjab Daanish Schools and Centers of Excellence Authority, Govt. of the Punjab. Japanese Cell Building, Research Station, Near Punjab University, Canal Bank, Lahore. Phone No. 042-99231737-40, 99230633.